

ANSWERS TO QUESTION
FOR
RFQ# 73194

1Q-Is this a repeat program, if so who is the incumbent?

A - You can contact CDC FOIA office for this request

2Q-Please provide a listing of hotels used during past meetings.

A - You can contact CDC FOIA office for this request.

3Q-Is on-site services required of the contractor?

A- See statement of work.

4Q-Are meeting materials required other than the invitation letter, announcement and registration information (i.e., name badge, tent cards, brochure/program guide, etc.)?

A- See statement of work.

5Q- The location that you are looking for to have the meeting is it in Atlanta and Chicago...will you consider Fort Lauderdale.

A- No.

6Q- For the travel requirement, do we need to include a line item for only sponsored participants?

A- Offeror determination.

7Q- Will non-sponsored participants be responsible for their own travel expenses? Can you please provide more information.

A- Yes. See statement of work.

8Q-What does the \$1,400 for travel expenses cover? Will we be required to provide transportation to/from airport.

A- In accordance with the Federal Travel Regulations.

9Q-Can you please confirm that requirements for the Chicago Meeting will be rooms, travel and advance services only and the meeting location has already been determined.

A- Yes. See statement of work.

9Qa-Is there a previous contractor? If so, may we know who that was?

A - You can contact CDC FOIA office for this request.

10Q- Do you prefer/require the contractor to be onsite for each meeting?

A- Offeror determination.

11Q-Will site inspections of properties in Chicago and/or Atlanta be allowed for this contract?

A- Offeror determination.

12Q-Does the contractor sign the hotel contract (space as well as rooms) for these meetings?

A- Yes.

13Q-Do we need to locate and/or pay for a facilitator for either meeting?

A- Offeror determination

14Q- Do the same people attend each meeting, or does the second meeting involve a different group?

A-This is not a contractual question

15Q-Is the contractor providing nametags, table tents, or other materials (i.e. handouts) needed onsite for each meeting?

A- See statement of work. Offeror proposal should fully address the requirements of the statement of work.

16Q-Where can we get a copy of the CDC Smoke-Free Policy (CDC-GA 2007-04)?

A- www.cdc.gov or a search engine of our choice.

17Q- Is there a preferred format for the proposal or form for submission?

A – No.

17Qa- Do you need a detailed cost breakdown?

A- Offeror determination.

18Q-Do you require an original of the proposal or is an electronic submission acceptable? If you require an original can you accept a FedEx delivery?

A- See FBO Notice on proposal submission instructions.

19Q-Is the total number of participants listed for both meetings (both sponsored and non-sponsored) inclusive and the total number the meeting room should seat?

A- See statement of work.

20Q- Is a Boardroom configuration acceptable for both meetings or is a Classroom configuration preferred?

A- No style preference indicated in statement of work. Offeror proposal should fully address the requirements of the statement of work

21Q- The SOW does not mention whether the contractor is to be onsite for both meetings. Can you please clarify?

A- Offeror determination.

22Q) Will non-sponsored participants be making all of their own arrangements including hotel and airfare as well as paying for their travel?

A- Yes.

23Q- Are the workshop announcements provided by the Government to be used by the Contractor electronic or in print format?

A- Both.

24Q- Are there any handouts the Contractor will need to print?

A- No.

25Q- Will nametags be needed and if so will they be provided by the Contractor?

A- Offeror proposal should fully address the requirements of the statement of work.

26Q- The SOW lists the Government as providing the audio-visual equipment for the Atlanta meeting but makes no reference the audio-visual needs for the Chicago meeting. Will the Government be providing the audio-visual equipment for Chicago or should the Contractor include in the bid?

A- See revised statement of work dated 8/26/09.

27Q- Should all sleeping rooms for both programs be singles?

A- In accordance with Federal Travel Regulations.

28Q- What components does the \$1,400 travel expense allowance cover for sponsored participants?

A- In accordance with Federal Travel Regulations.

29Q- Is signage required outside the meeting room?

A- Offeror proposal should fully address the requirements of the statement of work.

30Q-Will sponsored participants make their own airline reservations or will the Contractor make them?

A - Offeror. (contractor)

31Q- Is any food required for the meetings (i.e. continental breakfast, beverage break, lunch, etc.) or are participants on their own?

A- Offeror proposal should fully address the requirements of the statement of work. In accordance with Federal Travel Regulations.

32Q- Will sleeping rooms utilized by sponsored participants at both meetings be master-billed to the Contractor (room and tax)?

A- This is not a contractual question.

33Q- Do you have a preference how we calculate the bid for Years 2-5?

A- No. Offeror determination. Offeror proposal should fully address the requirements of the statement of work.

34Q- Has the Program received a waiver from the GCC to hold their meeting offsite?

A- This is not a contractual question.

35Q- Please confirm that all travelers (for both meetings) are coming from the domestic, continental United States.

A- Yes. See revised statement of work dated 8/25/09.

36Q- Please confirm that the Chicago workshop meeting room requirements are the same as for the Atlanta workshop and that other space has not already been identified.

A- Offeror proposal should fully address the requirements of the statement of work.

37Q- If meeting space has already been arranged for the Chicago workshop will the selected contractor be responsible for any meeting room rental or other meeting associated costs?

A- No (meeting room rental). Offeror proposal should fully address the requirements of the statement of work.

38Q If space is already arranged, where will the meeting be held (location/address) to ensure proposed guest rooms are nearby.

A- Offeror determination on hotel site selection for both cities. Offeror proposal should fully address the requirements of the statement of work.

39Q- Please confirm there is no requirement for onsite contractor staff at the Atlanta or Chicago workshops.

A- Offeror determination. Offeror proposal should fully address the requirements of the statement of work.

40Q-. Please confirm there are no AV requirements for the Chicago workshop.

A-Offeror proposal should fully address the requirements of the statement of work. See page 3 of 5 in SOW.

41Q-In reference to the meetings for both areas, Atlanta as well as Chicago. There was no mention as to a seating arrangement at either place. 1. Is there any special way for the meeting to be set up? Did you want tables etc.or just a seating arrangement.

A- Offeror proposal should fully address the requirements of the statement of work.

42Q -What is the required room set for the breakout?

A-No preference. Offeror determination. Offeror proposal should fully address the requirements of the statement of work.

43Q - Are the sleeping rooms singles or doubles?

A- In accordance with Federal Travel Regulations.

44Q-Will there be requirements for special handling for room assignments? **Please answer question for both events.**

A-In accordance with Federal Travel Regulations.

45Q- Will advance materials be distributed electronically or via US Mail?

A- Both

46Q- Regarding the subject solicitation, will meeting packets (participant lists, agendas, other background materials, etc.) be required for the workshop attendees?

A- Yes

47Q- Also, is contractor support required onsite at the meeting?

A- Offeror determination. Offeror proposal should fully address the requirements of the statement of work.

48Q-When is the work likely to be awarded?

A - On or before September 10, 2009.

49Q- Is the Contractor responsible for the ticket arrangements and sleeping room arrangements for the sponsored candidates only?

A- See statement of work for Kr. responsibility. In accordance with Federal Travel Regulations.

50Q-Will the sponsored candidates give at least a 14 working day notice for booking their travel tickets and making arrangements with Hotels? If not then what will the notice period be?

A- This is not a contractual question.

51Q-There is no international travel arrangement required. Is the Contractor understanding correct? If not then please advise on the no. of international travel for sponsored candidates only if the Contractor is responsible for them only. If not then for both sponsored and non-sponsored.

A- See revised statement of work dated 8/25 & 8/26 respectively.

52Q- Will the per diem to the sponsored candidates be paid by Government directly? If not, please advise the per diem per day to be paid by the Contractor to each sponsored candidate.

A- Paid by Offeror. In accordance with Federal Travel Regulations.

53Q-Government will provide the Conference Room and Break out Room, therefore it need not be in the cost of the Contractor. Is our understanding correct?

A- See statement of work.

54Q- Hotels per individual have to be booked from 6th to 9th October 2009 for the Atlanta meeting and from 10th to 14th Feb 2010 for the Chicago meeting. Is our understanding correct?

A- See statement of work sleeping room dates.

55Q-Is Contractor responsible only for holding the hotel bookings or is he also responsible for the payments to the hotels?

A-Hotel bookings and payment for sponsored participants.

56Q-If Contractor is responsible for holding the Hotel Bookings ONLY, then, will the credit card details of the Candidates be provided or will the Government give a Corporate Code Account to hold the bookings?

A- This is not a contractual question.

57Q- If the Contractor is responsible for the bookings and the payment to the hotels, then will the Government compensate the Contractor in case of a NO SHOW Charge?

A- The Government contemplates awarding a firm-fixed price contract.

58Q- Have the hotels for the sponsored candidates to be of a 5-Star Facility Status? If no then what is the status level of hotel acceptable.

A- In accordance with Federal Travel Regulations.

59Q-Can the Contractor charge the non sponsored candidates for any services like hotel reservations and travel bookings, etc. on a separate contract arrangement with them or will it be a conflict of interest?

A- This is not a contractual question.

60Q-Will the candidates require pick up and drop off arrangements from airport to hotel and back. Will the candidates require pick up and drop off from their hotels to the Meeting place and back. If yes, then will it be an individual limo services or will there be a bus to be made available by the Contractor.

A- Offeror determination. In accordance with Federal Travel Regulations.

61Q-The candidates will adhere to the luggage regulations stipulated by the airlines and the Contractor will not be liable to any expenses incurred by the candidates to this effect. Is our understanding correct?

A- In accordance with Federal Travel Regulations

62Q- Contractor is not required to provide any breakfast or lunch or dinner services for the meeting and conference, is our understanding correct? If not, then how much per person is the government willing to pay for such an arrangement including both sponsored and non-sponsored candidates.

A- In accordance with Federal Travel Regulations.

63Q-The optional years are for both the Atlanta meeting and the Chicago meetings with same no. of sponsored candidates and the same travel costs, etc.?

A- Option years (Yes). (Travel cost) In accordance with Federal Travel Regulations.

64Q-Does the government mean Smoke Free Rooms in a Hotel or designated Smoking Areas in a Hotel or the total hotel has to be Smoking Free?

A- See CDC-GA 2007-04 Dated 10/01/07 policy.

65Q-Will the government pay an advance amount to the Contractor upon award for the air travel arrangement costs to be incurred?

A-NO.

66Q-Can the travel arrangements be made on any air carrier?

A- U.S. Carrier In accordance with Federal Travel Regulations.

67Q- All the air travel be by coach? Is our understanding correct?

A -In accordance with Federal Travel Regulations.

68Q- Signs for main room, breakout rooms and main room podium. 2 x 3 Signs of good quality, with graphic design elements. Is this acceptable to the government.

A- Offeror proposal should fully address the requirements of the statement of work

69Q-The above queries apply to both [Atlanta Meeting](#) and the [Chicago Meeting](#). Government to confirm that the answers to the above queries also apply to both the Planning Meeting and Conference.

A- See responses to questions.

70Q - Is there a Planning Meeting scheduled for the Workshop Meeting Services proposal (Meeting I/Atlanta GA October 7-9, 2009 and Meeting II/Chicago IL February 11-13, 2009)? If so when and where, please?

A- Offeror proposal should fully address the requirements of the statement of work.

71Q-- In the comments section for the Scope of Work (Workshop Meeting Services notice), the Hotel conference rates are to extend to 1 day prior and 1 day post conference – 2 nights – 10-7 & 10/8 (Meeting I) and hotel conference rates are to extend to 1 day prior and 1 day post conference – 2 nights – 2/11 & 12/12 (? Assume it means 02/12) – Does this mean the reservations commence one day before the conference begins and checkout occurs the morning following the final session? Please clarify. There are no similar comments associated with the SOW for the Conference Support notice.

A- See statement of work for sleeping rooms dates.